



# United States Department of the Interior



BUREAU OF LAND MANAGEMENT  
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February 14, 2005

EMS TRANSMISSION: 2/15/2005  
Instruction Memorandum No. AZ-2005-018  
Expires: 09/30/2005

To: All Employees

From: Deputy State Director, Business and Support Services (AZ-950)

Subject: Fiscal Year (FY) 2005 Deadlines for Submission of Purchase Requisitions.

**Program Area:** Acquisition

**Purpose:** The purpose of this Instruction Memorandum (IM) is to accommodate planning for FY 2005 acquisitions.

**Background:** This will be a very busy time for procurement as we prepare for the implementation to FBMS. A great deal of time will be spent on data clean-up and training in preparation to the transition to FBMS.

**Policy/Action:** Attached is the Advanced Procurement Plan (APP) in BPS, which identifies planned projects for FY 2005. Please note those projects over \$100,000. These projects must have complete packages submitted and appropriate approval obtained prior to submitting to the National Acquisition Division in Denver.

Also, attached is Instruction Memorandum (IM) Number BC-2005-001, Fiscal Year 2005 deadlines for submission of Purchase Requisitions to the National Acquisition Division (BC-660). The purpose of the IM is to accommodate planning for FY 2005 acquisition over \$100,000 that has to be procured by the National Business Center.

Acquisitions between \$2,500 and \$100,000 will be done by the State Office. The following are acquisition deadlines that are being established:

<u>Type of Action</u>	<u>Deadline</u>	<u>ALT</u>
Interagency Agreements under \$100,000	06/30/05	30 Days
Assistance Agreements under \$100,000	04/30/05	90 Days
Purchase Orders under \$25,000	06/30/05	30 Days
Orders against existing IDIQ contracts	06/30/05	30 Days
Purchase Orders over \$25,000	05/15/05	45 Days
Construction under \$100,000	05/15/05	45 Days

ALT = Acquisition Lead Time – The time required to process the acquisition from receipt of a complete package to award of the contract.

The deadlines and acquisition lead times above are under optimum conditions assuming no clarification and/or revision of the procurement request is necessary.

**Contact:** Please direct any questions to Ken Barborak, Arizona State Procurement Analyst, at 602-417-9328.

Signed by: Lonna M. O’Neal

Authenticated by: Hillary Conner  
Staff Assistant

Attachment

- 1 – [Advanced Procurement Plan](#) (5 Pages)
- 2 – [IM No. BC-2005-001](#) (2 Pages)